



Al-Mobily Transformation Program JOB ANALYSIS QUESTIONNAIRE

Job Title: STRUCTURAL ENGINEER	Job Grade: ENGINEER
Section: GROUP - 3	Department:
Division:	Work Location: AL-RUD, AL-MOHAMMAD & AL-ANHARA
Reports to: SITE MANAGER	No. of Subordinates: 15

Job Summary:

Please give a summary of the role and its current objectives in no more than 1 - 4 lines.

Job Summary:

CHECK OF STRUCTURE STEEL AND FORMWORKS BEFORE SUBMIT OF REQUEST TO CONSULTANT
ARRANGE CONCRETE POURING INVOLVED FORMMAN, BATCHING PLANT OPERATOR & LABER
MEASURE THE ACTUAL CONCRETE DONE AND REQUEST OF MATERIALS NEEDED IN SITE
SUBMISSION OF ACCOMPLISHMENT BY PHONE DAILY and BY EMAIL EVERY 25th OF
THE MONTH.

Primary Duties & Responsibilities:

Please list the major duties and responsibilities as required to be performed by this position. Place these tasks in order of their importance starting with the most important task to the least one. Also please indicate frequency you perform each duty and responsibility (e.g. daily, weekly, monthly, quarterly, yearly) and the total percentage of time devoted to each duty. The total annual percentage of time devoted across all listed tasks must equal 100%.

Task #	Task Description	Frequency	% Time
1.	TO FOLLOW AND CHECK THE STRUCTURE STEEL AND FORMWORKS		
2.	MUST BE ACCORDANCE WITH THE APPROVED PLAN AND SPECS.		40%
3.	DAILY.		
4.	TO FOLLOW THE CONCRETE DESIGN MIX GIVEN		
5.	IN THE BATCHING PLANT FOR EACH STRUCTURE AND		
6.	MONITOR THE CONCRETE WHETHER NEEDED CHEMICAL		
7.	PUTTING HOT OR LESS WATER PUTTING COOL SEASON,		
8.	MAINTAIN THE GOOD QUALITY OF CONCRETE.		35%
9.			
10.	OFFICE WORKS, MAKING REQUEST OF MATERIALS		
11.	SUBMISSION OF ACCOMPLISHMENT, AND CALCULATION		
12.	OF CONCRETE AND STEEL		25%

1.			
2.			
3.			
4.			





Education, Experience & Skills:

What are the minimum Education, Professional Certification, Experience and Skills that are needed to be able to undertake the responsibilities of the job successfully

Required Education:	
Required Professional Certification:	CIVIL ENGINEER
Required Experience:	10 YEARS AND ABOVE
Required Skills:	MICROSOFT OFFICE AND AUTOCAD

Acknowledgement and Signature:

Please endorse your signature (s) as an acknowledgement that the contents are accurate and complete. In case the job is occupied by more than one employee, all employees should review this form and endorse their signatures.

Employee's Name / ID:	ABDULBACER ABURAKAR	Signature	
Employee's Name / ID:	ABDULBACER ABURAKAR	Signature	
Employee's Name / ID:	ABDULBACER ABURAKAR	Signature	
Employee's Name (-):	ABDULBACER ABURAKAR	Signature	
Direct Supervisor's / Manager's Name:	ABDEL AZIZ SHAHIN	Signature	